



## Analyst I

### Details

**Job ID : 324**

**Title :** Analyst I

**Job Code :** 1301

**Salary :** \$3,338.00 (Monthly)

**Grade :** 13

**Tenured :** YES

### Job Departments

- Budget and Policy - Budget

### Purpose

PERFORMS DIVISION SPECIFIC ANALYSIS.

### Required Qualifications

**Education :** 4 Year College Degree

**Education Substitute :** None

**Experience :** 2 Years of Related Experience

### Job Required Knowledge

- 2 YEARS OF RELATED EXPERIENCE MUST BE PROFESSIONAL EXPERIENCE IN A FIELD TO ASSIGNED DIVISION

### Job Skills/Abilities

- BASIC COMPUTER SKILLS
- SPREADSHEET APPLICATION SKILLS
- COMMUNICATION SKILLS

### Job Duties

- ANALYZES DIVISIONAL DATA TO PERFORM NEEDS ASSESSMENT IN A VARIETY OF AREAS SUCH AS: BUDGETARY ALLOCATION, WORK FLOW, EFFICIENCY, PERFORMANCE STANDARDS, PROGRAM DEVELOPMENT
- ANALYZES UNIT OPERATING PRACTICES TO CREATE NEW PROCEDURES OR REVISE ESTABLISHED PROCEDURES
- MAY COORDINATE COLLECTION AND PREPARATION OF OPERATING REPORTS SUCH AS BUDGET EXPENDITURES AND STATISTICAL RECORDS OF PERFORMANCE DATA
- MAY PREPARE REPORT INCLUDING CONCLUSIONS AND RECOMMENDATIONS FOR SOLUTION OF PROGRAM INEFFICIENCIES
- MAY REVIEW AND ANSWER DIVISION SPECIFIC CORRESPONDENCE
- MAY SERVE ON A VARIETY OF COMMITTEES AND SERVE AS THE LIAISON BETWEEN GENERAL MANAGEMENT AND ASSIGNED DIVISION
- OTHER DUTIES AS ASSIGNED



## Analyst II

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### Details

**Job ID :** 325

**Title :** Analyst II

**Job Code :** 1401

**Salary :** \$3,538.00 (Monthly)

**Grade :** 14

**Tenured :** YES

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### Job Departments

- Budget and Policy - Budget

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### Purpose

PERFORMS DIVISION SPECIFIC ANALYSIS.

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### Required Qualifications

**Education :** 4 Year College Degree

**Education Substitute :** None

**Experience :** 3 Years of Related Experience

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### Job Required Knowledge

- 3 YEARS OF RELATED EXPERIENCE MUST BE AS ANALYST I

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### Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

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### Job Duties

- ANALYZES DIVISIONAL DATA TO PERFORM NEEDS ASSESSMENT IN A VARIETY OF AREAS SUCH AS: BUDGETARY ALLOCATION, WORK FLOW, EFFICIENCY, PERFORMANCE STANDARDS, PROGRAM DEVELOPMENT
- ANALYZES UNIT OPERATING PRACTICES TO CREATE NEW PROCEDURES OR REVISE ESTABLISHED PROCEDURES
- MAY COORDINATE COLLECTION AND PREPARATION OF OPERATING REPORTS SUCH AS BUDGET EXPENDITURES AND STATISTICAL RECORDS OF PERFORMANCE DATA
- MAY PREPARE REPORT INCLUDING CONCLUSIONS AND RECOMMENDATIONS FOR SOLUTION OF PROGRAM INEFFICIENCIES
- MAY REVIEW AND ANSWER DIVISION SPECIFIC CORRESPONDENCE
- MAY SERVE ON A VARIETY OF COMMITTEES AND SERVE AS THE LIAISON BETWEEN GENERAL MANAGEMENT AND ASSIGNED DIVISION
- OTHER DUTIES AS ASSIGNED



## Debt Specialist

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### Details

**Job ID :** 466

**Title :** Debt Specialist

**Job Code :** 1410

**Salary :** \$3,538.00 (Monthly)

**Grade :** 14

**Tenured :** YES

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### Job Departments

- Budget and Policy - Budget

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### Purpose

RESPONSIBLE FOR ASSURING THAT ALL FINANCIAL TRANSACTIONS ARE CONSISTENT WITH SOUND FINANCIAL PRINCIPLES AND PROGRAM OBJECTIVES.

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### Required Qualifications

**Education :** 4 Year College Degree

**Education Substitute :** None

**Experience :** 3 Years of Related Experience

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### Job Required Knowledge

- KNOWLEDGE OF BOND AMORTIZATION SOFTWARE

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### Job Skills/Abilities

- BASIC COMPUTER SKILLS
- SPREADSHEET APPLICATION SKILLS
- COMMUNICATION SKILLS

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### Job Preferred Knowledge

- KNOWLEDGE OF MUNIX SOFTWARE

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### Job Duties

- ENSURE TIMELY DEBT SERVICE PAYMENTS FOR FINANCINGS ASSOCIATED WITH JUDICIAL FACILITIES
- DEVELOP AND MAINTAIN DEBT MANAGEMENT REPORTS
- COLLABORATE WITH FINANCIAL AGENTS TO IMPLEMENT FUNDING FOR CONSTRUCTION AND RENOVATION OF JUDICIAL FACILITIES
- ANALYZE DIVISIONAL DATA TO PERFORM NEEDS ASSESSMENT
- ANALYZE UNIT OPERATING PRACTICES TO CREATE NEW PROCEDURES OR REVISE ESTABLISHED PROCEDURES
- MAY PREPARE REPORTS INCLUDING CONCLUSIONS AND RECOMMENDATIONS FOR SOLUTION OF PROGRAM INEFFICIENCIES
- REVIEW AND ANSWER DIVISION SPECIFIC CORRESPONDENCE
- OTHER DUTIES AS ASSIGNED



## Finance Specialist I

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<b>Details</b>	<b>Job ID : 6</b>
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**Title :** Finance Specialist I

**Job Code :** 915

**Salary :** \$2,366.00 (Monthly)

**Grade :** 9

**Tenured :** YES

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### Job Departments

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- Budget and Policy - Budget

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### Purpose

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RESPONSIBLE FOR FISCAL ASPECT OF FACILITIES

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### Required Qualifications

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**Education :** 4 Year College Degree in Related Field

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** 2 Years of Related Experience

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### Job Skills/Abilities

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- MICROSOFT OFFICE
- COMMUNICATION SKILLS
- TRAVEL STATEWIDE MAY BE REQUIRED

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### Job Duties

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- REVIEWS OPERATING EXPENSES FOR PUBLIC COJ OCCUPIED FACILITIES
- RESOLVES ISSUES IN AOC/COUNTY ESTIMATED OPERATING COSTS
- ANALYZES INCREASE AND DECREASES IN COSTS
- INITIATES ENCUMBRANCES AND PAYMENTS FOR COUNTY AND LEASED SPACE
- RESOLVES ISSUES IN REIMBURSEMENT
- APPROVES INVOICES FOR UTILITIES, OPERATION, AND MAINTENANCE
- TRACKS FURNITURE AND EQUIPMENT COSTS FOR NEW CONSTRUCTION
- ADMINISTERS COUNTY REIMBURSEMENTS AND PRIVATE SECTOR LEASES
- TRACKS, MAINTAINS, AND ADMINISTERS PAYMENTS ASSOCIATED WITH NON-RECURRING OPERATIONS AND MAINTENANCE ACCOUNT
- OTHER DUTIES AS ASSIGNED



## Finance Specialist II

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### Details

**Job ID :** 395

**Title :** Finance Specialist II

**Job Code :** 1015

**Salary :** \$2,603.00 (Monthly)

**Grade :** 10

**Tenured :** YES

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### Job Departments

- Budget and Policy - Budget

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### Purpose

RESPONSIBLE FOR FISCAL ASPECT OF FACILITIES

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### Required Qualifications

**Education :** 4 Year College Degree in Related Field

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** 3 Years of Related Experience

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### Job Required Knowledge

- 3 YEARS OF EXPERIENCE MUST BE AS FINANCE SPECIALIST I

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### Job Skills/Abilities

- MICROSOFT OFFICE
- COMMUNICATION SKILLS
- TRAVEL STATEWIDE MAY BE REQUIRED

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### Job Duties

- REVIEWS OPERATING EXPENSES FOR PUBLIC COJ OCCUPIED FACILITIES
- RESOLVES ISSUES IN AOC/COUNTY ESTIMATED OPERATING COSTS
- ANALYZES INCREASE AND DECREASES IN COSTS
- INITIATES ENCUMBRANCES AND PAYMENTS FOR COUNTY AND LEASED SPACE
- RESOLVES ISSUES IN REIMBURSEMENT
- APPROVES INVOICES FOR UTILITIES, OPERATION, AND MAINTENANCE
- TRACKS FURNITURE AND EQUIPMENT COSTS FOR NEW CONSTRUCTION
- ADMINISTERS COUNTY REIMBURSEMENTS AND PRIVATE SECTOR LEASES
- TRACKS, MAINTAINS, AND ADMINISTERS PAYMENTS ASSOCIATED WITH NON-RECURRING OPERATIONS AND MAINTENANCE ACCOUNT
- OTHER DUTIES AS ASSIGNED



## Finance Specialist III

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### Details

**Job ID :** 396

**Title :** Finance Specialist III

**Job Code :** 1115

**Salary :** \$2,863.00 (Monthly)

**Grade :** 11

**Tenured :** YES

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### Job Departments

- Budget and Policy - Budget

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### Purpose

RESPONSIBLE FOR FISCAL ASPECT OF FACILITIES

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### Required Qualifications

**Education :** 4 Year College Degree in Related Field

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** 4 Years of Related Experience

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### Job Required Knowledge

- 4 YEARS RELATED EXPERIENCE MUST BE AS FINANCE SPECIALIST II

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### Job Skills/Abilities

- MICROSOFT OFFICE
- COMMUNICATION SKILLS
- TRAVEL STATEWIDE MAY BE REQUIRED

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### Job Duties

- REVIEWS OPERATING EXPENSES FOR PUBLIC COJ OCCUPIED FACILITIES
- RESOLVES ISSUES IN AOC/COUNTY ESTIMATED OPERATING COSTS
- ANALYZES INCREASE AND DECREASES IN COSTS
- INITIATES ENCUMBRANCES AND PAYMENTS FOR COUNTY AND LEASED SPACE
- RESOLVES ISSUES IN REIMBURSEMENT
- APPROVES INVOICES FOR UTILITIES, OPERATION, AND MAINTENANCE
- TRACKS FURNITURE AND EQUIPMENT COSTS FOR NEW CONSTRUCTION
- ADMINISTERS COUNTY REIMBURSEMENTS AND PRIVATE SECTOR LEASES
- TRACKS, MAINTAINS, AND ADMINISTERS PAYMENTS ASSOCIATED WITH NON-RECURRING OPERATIONS AND MAINTENANCE ACCOUNT
- OTHER DUTIES AS ASSIGNED



## Grants Administrator

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### Details

**Job ID : 538**

**Title :** Grants Administrator

**Job Code :** 1411

**Salary :** \$3,538.00 (Monthly)

**Grade :** 14

**Tenured :** YES

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### Job Departments

- Budget and Policy - Budget

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### Purpose

RESPONSIBLE FOR RESEARCHING, COMPILING, AND SUBMITTING GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND NATIONAL FUNDING ENTITIES.

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### Required Qualifications

**Education :** 4 Year College Degree

**Education Substitute :** None

**Experience :** 3 Years of Related Experience

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### Job Required Knowledge

- WORKING KNOWLEDGE OF THE KENTUCKY COURT OF JUSTICE AND VARIOUS ADMINISTRATIVE DEPARTMENTS
- BASIC KNOWLEDGE OF CURRENT FEDERAL GRANTS MANAGEMENT ISSUES

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### Job Skills/Abilities

- QUALIFIED CANDIDATE MUST POSSESS SUBSTANTIVE RESEARCH AND WRITING SKILLS
- SPREADSHEET APPLICATION SKILLS
- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

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### Job Duties

- RESEARCH AVAILABILITY OF FEDERAL AND STATE GRANTS
- MAKE APPROPRIATE REFERRALS TO LOCAL COURTS AND AGENCY DEPARTMENTS
- ASSIST WITH PRE-APPLICATION PLANNING AND WRITING
- CONDUCT RESEARCH TO SUPPORT GRANT EFFORTS
- COMPILE AND EDIT GRANTS
- PARTICIPATE IN GRANT TRAINING SPONSORED BY FUNDING AGENCIES AND KEEP ABREAST OF NATIONAL POLICY CHANGES IMPACTING STATE-LEVEL ENTITIES
- PROVIDE BASIC GRANT TRAINING TO JUDGES, CLERKS, DEPARTMENT MANAGERS, AND OTHER COURT STAFF
- MONITOR LEGISLATION
- MAY ANALYZE DIVISIONAL DATA TO PERFORM NEEDS ASSESSMENT IN A VARIETY OF AREAS SUCH AS: BUDGETARY ALLOCATION, WORK FLOW, EFFICIENCY, PERFORMANCE STANDARDS, AND PROGRAM DEVELOPMENT
- MAY ANALYZE UNIT OPERATING PRACTICES TO CREATE NEW PROCEDURES OR REVISE ESTABLISHED PROCEDURES
- MAY COORDINATE COLLECTION AND PREPARATION OF OPERATING REPORTS SUCH AS BUDGET EXPENDITURES AND STATISTICAL RECORDS OF PERFORMANCE DATA
- OTHER DUTIES AS ASSIGNED



## Grants Specialist

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### Details

**Job ID :** 326

**Title :** Grants Specialist

**Job Code :** 1101

**Salary :** \$2,863.00 (Monthly)

**Grade :** 11

**Tenured :** YES

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### Job Departments

- Budget and Policy - Budget

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### Purpose

RESPONSIBLE FOR RESEARCHING, COMPILING AND SUBMISSION GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND NATIONAL FUNDING ENTITIES.

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### Required Qualifications

**Education :** 4 Year College Degree

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** 4 Years of Related Experience

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### Job Required Knowledge

- WORKING KNOWLEDGE OF THE KENTUCKY COURT OF JUSTICE AND VARIOUS ADMINISTRATIVE DEPARTMENTS.
- BASIC KNOWLEDGE OF CURRENT FEDERAL GRANTS MANAGEMENT ISSUES.
- 4 YEARS RELATED EXPERIENCE WITH GRANT FUNDED PROGRAMS

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### Job Skills/Abilities

- QUALIFIED CANDIDATE MUST POSSESS SUBSTANTIVE RESEARCH AND WRITING SKILLS
- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

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### Job Duties

- RESEARCHES AVAILABILITY OF FEDERAL AND STATE GRANTS
- MAKE APPROPRIATE REFERRALS TO LOCAL COURTS AND AGENCY DEPARTMENTS
- ASSIST WITH PRE-APPLICATION PLANNING
- CONDUCT RESEARCH TO SUPPORT GRANT EFFORTS
- COMPILE AND EDIT GRANTS
- PARTICIPATE IN GRANT TRAINING SPONSORED BY FUNDING AGENCIES AND KEEP ABREAST OF NATIONAL POLICY CHANGES IMPACTING STATE-LEVEL ENTITIES
- PROVIDE BASIC GRANT TRAINING TO JUDGES, CLERKS, DEPARTMENT MANAGERS AND OTHER COURT STAFF
- MONITOR LEGISLATION
- OTHER DUTIES AS ASSIGNED